Travel and Dissemination of Scholarship Grants

Call for Applications 2024-2025

The Center for Faculty Excellence in Scholarship and Teaching awards grants to reimburse allowable expenses associated with travel to professional meetings. Submit your proposal at a deadline prior to travel (acceptance of presentation is required at the time of application). Proposals are reviewed monthly and funds are awarded on a competitive basis.

Eligibility: All tenured, tenure-track, and full-time full-year temporary faculty.

Deadlines for submission: 11:59 pm on 10/1/24, 11/1/24, 12/2/24, 2/3/25, 3/3/25, 4/1/25, and 5/1/25. No applications will be accepted after 11:59 pm on 5/1/2025. Applications submitted after travel has occurred are generally not accepted. If funds are depleted, applications for 2024-25 fiscal year travel may be closed prior to 5/1/2025. Contact CFESTGrants@ship.edu for further information.

Time frame for travel: 7/1/2024 to 10/31/2025 (Travel after 7/1/2025 applies to the 2025-26 fiscal year per person limit.)

Subcategories:

1. TRAVEL - PRESENTER ($1,500 limit): Giving a paper, poster or panel presentation at an appropriate professional meeting, including co-presenting.

2. TRAVEL - ORGANIZER ($1,500 limit): Professional meeting organizing duties including organizing/chairing sessions, symposia, or the meeting itself. Also includes officers of national or international professional organization for which meeting attendance is *required*.

3. TRAVEL - UGR MENTOR ($1500 + $400 limit): Accompanying a student SU UGR grant recipient who is presenting at a conference; applicants must include proof of UGR award and at time of reimbursement confirmation of the student's attendance/presentation at the conference. *NOTE: this category was previously funded within the UGR Program. With support from the college deans, it has been moved to CETL to maximize support for student research*.

4. DISSEMINATION OF SCHOLARSHIP ($1500): Costs associated with dissemination of scholarship are eligible, including but not limited to: publication costs (journal fees, editing/typesetting fees, etc.), artistic presentations, and musical performances.

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Award limits: Faculty may apply for multiple travel grants. Each travel grant application should indicate the estimated budget. For travel awarded grants, approved budget items will be reimbursed up to **$1,500** total for Presenter and Organizer categories and an additional **$400** for the UGR mentor category for the fiscal year (7/1/2023 – 6/30/2024, based on dates of travel). Only one category may be used per conference. Travel from 7/1/2024 – 10/31/2025 will count towards 2024-25 travel award limits.

How to apply:

- Applications should be submitted *prior* to travel taking place. After-the-fact applications may be rejected.
- NOTE: TRAVEL ADVANCES require additional time to process. Submit your application *two deadlines prior* to your trip.
- Grant applications are accepted online only at https://ship.infoready4.com/# ; look for "CETL Travel Grants" under the list of open competitions.
    - Read over the instructions in the infoready application.
    - Select the APPLY button at the top right under "Application Tools" when you are ready to apply.
    - Complete all of the required elements, uploading required documents as requested.
    - You will be required to upload the following:
        - **Abstract** for presentation or description of duties
        - **SU Travel Request form** (if travel is involved) with itemized budget information and all required signatures (NOTE: use this form to request travel advance payments) (http://www.ship.edu/Public_Service/Forms/)
        - **Evidence of your presentation/activities**: Acceptable evidence includes an acceptance email for your presentation/project or a listing in a conference program. National officers must show evidence that they hold the office and that attendance is required as part of officer duties.
        - **Copy of conference registration form** or registration info page showing registration fees and options. A receipt for registration payment **DOES NOT** suffice for this requirement. Category 4 applicants should upload cost information.
        - **Detailed Budget** using the budget template provided in infoready.
        - **For international travel:** the foreign travel disclosure form is required (http://www.ship.edu/Public_Service/Forms/) as well as approval from the President as indicated on the SU Travel Request form.
    - If your application is approved, you will receive an award letter explaining the amount of your award.

After you travel: Within 30 days of your return, you must submit the following documents to CETL Grants in the Office of Workforce Development, HH117:

- **A final report** (online form found at the CETL Travel Grants website)
- **SU Travel Voucher** (http://www.ship.edu/Public_Service/Forms/)
- **Original Receipts**

To learn more: More info is available at www.ship.edu/CETL or by contact the CETL Grants Administration director Dr. Paul Taylor (x1705, pttaylor@ship.edu).